During the processing of each NOAC, the list of those fields which are mandatory or optional input fields are displayed.  Mandatory fields must be filled in so the action may be processed.  Optional fields may be filled in if the information is relevant to the specific action being processed.  As a result of this processing, a suspended personnel action is generated for each action.

Planning actions provide for advanced preparation of three specific personnel actions.  The following personnel actions may be created and suspended for future maturation.

- WIG Increases (NOACs 891 and 893)

- Changes in Tenure (NOAC 880)

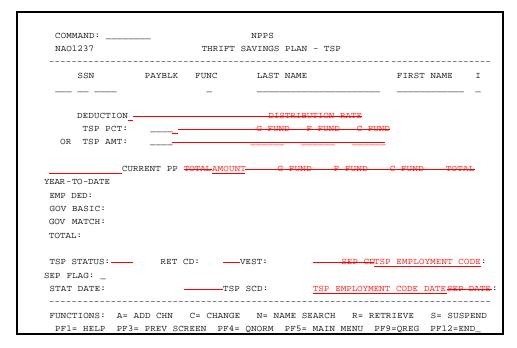- Changes in TSP Eligibility (NOAC 996943)

All information required for processing is available from the database or is system generated.  Eligible employees are selected based upon the Eligibility Beginning and Ending Dates provided.

NPPS can generate suspended personnel actions for groups of employees which are defined.  These actions are referred to as Personnel Mass Actions and include the following actions.

- Mass Transfers (NOAC 352)

- Furloughs (NOACs 471, 472, 473, and 772)

- Realignment (NOAC 790)

- Awards (NOACs 840, 841, 842, 843, 844, 845, 846, 847, 878, 879, 987, 988, and 989)

- Performance Rating (NOAC 990)

- Annual Comparability Increase (NOAC 894)

- NASA Class Code (NOAC 920)

- Change in Organization Name (NOAC 925)

- TSP Change (NOAC 943)

NPPS can print the SF 50 Notification of Personnel Action or SF 52 Request for Personnel Action for any employee action requiring an Office of Personnel Management (OPM)/NASA HQ NOAC.  A dual SF 50/SF 52, two separate actions on the same SF 50/SF 52, may be printed for an employee having two or more personnel actions with the same effective date.

4.2.2.1.7          Thrift Savings Plan Deductions

```
   COMMAND: _____               NPPS
   NAO1237                   THRIFT SAVINGS PLAN - TSP
  -------------------------------------------------------------------------
      SSN        PAYBLK   FUNC      LAST NAME              FIRST NAME    I
  ___ __ ____             _    _____  _____  _

      DEDUCTION _____ DISTRIBUTION RATE
     TSP PCT:      ____ _____ G FUND   F FUND   C FUND
  OR  TSP AMT:     ____ _____  _____   _____   _____

  _____ CURRENT PP TOTAL AMOUNT     G FUND   F FUND   C FUND   TOTAL
  YEAR-TO-DATE
   EMP DED:
   GOV BASIC:
   GOV MATCH:
   TOTAL:

   TSP STATUS: _____    RET CD: _____ VEST:        _____ SEP CDTSP EMPLOYMENT CODE:
   SEP FLAG: _
   STAT DATE:            _____ TSP SCD:      TSP EMPLOYMENT CODE DATE SEP DATE:
  -------------------------------------------------------------------------
   FUNCTIONS:  A= ADD CHN   C= CHANGE   N= NAME SEARCH   R= RETRIEVE   S= SUSPEND
    PF1= HELP  PF3= PREV SCREEN  PF4= QNORM  PF5= MAIN MENU  PF9=QREG  PF12=END_
```

**Thrift Savings Plan (TSP)**

**DESCRIPTION AND EXECUTION**

The Thrift Savings Plan (TSP) template is used to set up and maintain the rate of the employee deduction or the deduction amount selected by the employee. and to distribute the deduction to one or all of the three investment funds: Government Securities Investment Fund, Fixed Income Index Investment Fund, and Common Stock Index Fund.

Steps to Reach Thrift Savings Plan

1.    At the Main Menu, select **2** - Payroll.

2.    At the Payroll Main Menu, select **2** - MER.

3.    At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.

4.    At the Master Selection MER Menu, select **7** - Thrift Savings Plan.

4.2.2.2.3     Current TSP Adjustments

```
COMMAND: _____                    NPPS
NAO1261                  CURRENT TSP ADJUSTMENTS - TSPADJ
-----------------------------------------------------------------------
     SSN       PAYBLK   FUNC        LAST NAME             FIRST NAME   I
  ___ __ ____            _      _____  _____ _


RETIRE PLAN:              TSP STATUS:         ADJUSTMENT TYPE: __
EFF PAY DATE: _____0                         (16̶1, 26̶1, 46̶1)
             G̶ ̶F̶U̶N̶D̶      F̶ ̶F̶U̶N̶D̶      C̶ ̶F̶U̶N̶D̶      T̶O̶T̶A̶L̶       A̶D̶J̶.̶ ̶A̶M̶O̶U̶N̶T̶
_____  YEAR-TO-DATE
EMP ADJ: _____0.00 _____0̶.̶0̶0̶ _____0̶.̶0̶0̶       0̶.̶0̶0̶ _____
_____       EMP:     0.00
GB ADJ:  _____0.00 _____0̶.̶0̶0̶ _____0̶.̶0̶0̶       0̶.̶0̶0̶ _____
_____       GB:      0.00
GM ADJ:  _____0.00 _____    0̶.̶0̶0̶
_____0̶.̶0̶0̶        0̶.̶0̶0̶  GM:      0.00
  TOTAL:        0.00 ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶        0̶.̶0̶0̶       0̶.̶0̶0̶

---------- CURRENT PAY PERIOD ADJUSTMENT SUMMARY, TSP TYPE 26̶1 OR 46̶1 ----------
-
EMP ADJ:        0.00 ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶ ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶ ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶
GB ADJ:         0.00 ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶ ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶ ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶
GM ADJ:         0.00 ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶ ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶ ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶
  TOTAL:        0.00 ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶ ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶ ̶ ̶ ̶ ̶ ̶0̶.̶0̶0̶
-----------------------------------------------------------------------
 FUNC:  A= ADD   C= CHG   D= DEL   N= NAME SEARCH   R= RETRIEVE   S= SUSPEND
 PF1= HELP   PF3= PREV   PF5= MAIN   PF7= UP   PF8= DWN   PF9= QREG   PF12= END
```

**Current TSP Adjustments (TSPADJ)**

## DESCRIPTION AND EXECUTION

The Current TSP Adjustments (TSPADJ) template is used to make current period adjustments to an employee's TSP deduction and to create resubmissions of prior period TSP records that were rejected by the National Finance Center. Three adjustment types are allowed, corresponding to the three TSP record types, 16̶1, 26̶1, and 46̶1.

The 16̶1 adjustment is a positive adjustment that is used to deduct and submit amounts omitted in prior periods.  A TSP record type 16̶1 will be generated to include this adjustment amount ~~added to the current period TSP deduction, if any~~.  ~~The EFF PAY DATE field will be automatically loaded for 11 adjustments with the current value of TSP Effdate found on the CTLPAY template.~~  Each adjustment must have a valid pay date in the EFF PAY DATE field.  A separate adjustment should be made for each pay date.   The amount of the 16̶1 adjustment will reduce the employee's net pay.

The 26̶1 adjustment is a negative adjustment used to refund deductions taken erroneously and submitted in prior periods.  Up to 26 adjustments may be entered in the current period.  Each adjustment must have a valid pay date ~~for the current year~~ in the EFF PAY DATE field.  If supporting payroll history data is present for the prior pay period being adjusted, the 26̶1 adjustment amount must

not be greater than the TSP deduction plus TSP adjustment taken in the effective period.  If history data is not present, no edit for this condition is done.
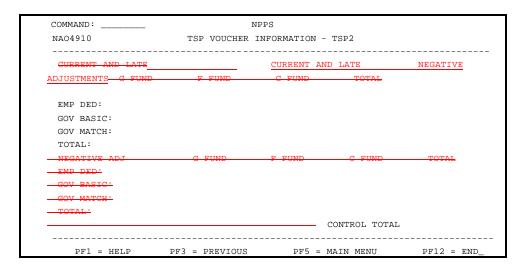
The 461 adjustment is a positive adjustment used to create TSP record type 461 records to resubmit previously rejected TSP record type 161s or for makeup contributions that are attributable to a back pay award or other retroactive pay adjustments.  Up to 26 adjustments may be entered in the current period.  Each adjustment must have a valid pay date for the current year in the EFF PAY DATE field.  Forty-sixone adjustments do not affect employee net pay.

Steps to Reach Current TSP Adjustments

1.   At the Main Menu, select **2** - Payroll.

2.   At the Payroll Main Menu, select **2** - MER.

3.   At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.

4.   At the Master Selection MER Menu, select **16** - Current TSP Adjustments.

```
COMMAND: _____              NPPS
NAO4960    VOUCHER INFORMATION - SF2812 & OPM1523 RETIREMENT (2 OF 2)
-------------------------------------------------------------------------------
                          DOLLAR       AGG BASE      DEDUCTIONS
     FERS                 AMOUNT        SALARY     MADE  NOT MADE
RETIRE TOTAL - EMPL        69.44        2207.62
RETIRE TOTAL - EMPR       329.43
 REGULAR - K EMPL          14.80        1850.40      1      37
 REGULAR - K EMPR         238.70
 MIL RESERVE TECH - N EMPL
 MIL RESERVE TECH - N EMPR
 SPECIAL - M EMPL           4.64         357.22      1       2
 SPECIAL - M EMPR          90.73
 SAL OFFSET REEMPLD ANNUIT                                   1
 MILITARY SEVICE DEPOSIT   50.00                     1

 TOTAL RETIREMENT        2545.33                     9      81
 TOTAL EMPLOYEES          101
-------------------------------------------------------------------------------
  PF1= HELP     PF3= PREVIOUS      PF5= MAIN MENU      PF12= END SESSION
                       ENTER= NEXT SCREEN
```

**Voucher Information – SF 2812 Retirement (Page 2)**

```
COMMAND: _____              NPPS
NAO4910              TSP VOUCHER INFORMATION - TSP2
-------------------------------------------------------------------------------
  CURRENT AND LATE                    CURRENT AND LATE          NEGATIVE
ADJUSTMENTS   G FUND      F FUND        C FUND        TOTAL

 EMP DED:
 GOV BASIC:
 GOV MATCH:
 TOTAL:
 NEGATIVE ADJ          G FUND       F FUND        C FUND         TOTAL
 EMP DED:
 GOV BASIC:
 GOV MATCH:
 TOTAL:
 _____ CONTROL TOTAL
-------------------------------------------------------------------------------
    PF1 = HELP     PF3 = PREVIOUS      PF5 = MAIN MENU      PF12 = END_
```

**Voucher Information - TSP2**

## DESCRIPTION AND EXECUTION

The Voucher Chain option displays the screens that contain the online voucher information for SF 2812, SF 2812A, OPM 1523 Insurance, and TSP2.

Steps to Reach Voucher Chain

1.    At the Main Menu, select **2** - Payroll.

2.    At the Payroll Main Menu, select **4** - Vouchering.

3.    At the Vouchering Main Menu, select **1** - Voucher Chain.